

CITY OF MARICOPA, ARIZONA

PROUD HISTORY • PROSPEROUS FUTURE



CITY MANAGER



UNIQUE OPPORTUNITY

The steadily growing and dynamic community of Maricopa, Arizona seeks an innovative, collaborative, service oriented leader to serve as its new City Manager. This is an exceptional opportunity for a creative, forward-looking professional to help shape the future development of one of Arizona's newest, up-and-coming communities.

THE COMMUNITY

The City of Maricopa, a community with a "Proud History and Prosperous Future," is strategically connected to the nearby Metro Phoenix and Central Arizona region. It is located just 20 minutes from the Phoenix Metropolitan area and 35 minutes from Sky Harbor International Airport. Maricopa was incorporated as Arizona's 88th municipality in 2003. Since then, rapid growth has transformed the City from a population of less than 5,000 residents into a bustling population of over 45,000. Growth projections place the population at well over 100,000 by the year 2040 and over 200,000 at build-out.

From 2000 to 2010, Maricopa experienced more than 4,080% growth and was the fastest growing small city in the United States according to the U.S. Census Bureau.

With strong ties to its agricultural roots, Maricopa has enjoyed an influx of young families and retirees seeking a family-oriented environment and separation from urban issues while enjoying ready access to "big city" amenities. Maricopa's local amenities are growing with current and planned access to quality dining, retail, lodging, recreational and cultural amenities. Maricopa neighborhoods boast local healthcare, attractive lakes, parks, athletic venues, and educational opportunities. A new city hall complex was opened in September, as well as the first phase of a new community college campus. Within the next year, residents will enjoy a new regional park, and a new multi-generational and aquatic center.

The average household income in Maricopa is \$75,000 – among the highest in the state of Arizona. Approximately 88% of adult residents have some post-high school education and 47% hold a bachelor's or graduate degree.

The City of Maricopa is the Phoenix Valley's 2nd safest city – FBI Uniform Crime Reports

Maricopa's housing affordability, quality of life, and family-oriented atmosphere continue to attract newcomers who enjoy the area's full-service city library, newly constructed public and charter schools, city parks, and growing retail and entertainment venues.

CITY GOVERNMENT

The mission of the City of Maricopa is to be open, responsive and accountable while serving the public with integrity.

The City of Maricopa operates under the council-manager form of government. Six members of the City Council are elected at-large to overlapping terms of four years with the Mayor being directly elected for a two-year term. There are no term limits for the Mayor or City Council members. The City Council is the legislative body responsible for the overall policies and direction of the City. The City Council appoints the City Manager, City Attorney, and City Magistrate and members of a number of City Boards, Committees and Commissions. City Council meetings are held on the first and third Tuesdays of the month. The City operates under the constitution and laws of the State of Arizona.

Maricopa provides a full array of municipal services including public safety (police and fire); transportation and development services; community services; economic development; and all the traditional internal management support functions. The City has an operating and capital budget of \$186.4 million and a workforce of 217.

Maricopa is an organization fully committed to providing high quality service. The Maricopa City Council Strategic Plan is focused on the following five target areas:

- Economic Sustainability
- Transportation
- Quality of Life
- Public Safety
- Quality Municipal Services

View the Strategic Plan at: www.strategicplan.maricopa-az.gov.

THE CITY MANAGER

The City Manager is appointed by the Mayor and City Council. He/she is the chief administrative officer of the City and is responsible to the City Council for the administration of City affairs. Under the Council-Manager form of government, the City Council develops policies with guidance from the City Manager, who is responsible for implementing those policies. The City Manager has the responsibility for preparing the City's annual budget for Council's consideration.





The City Manager directly supervises an Assistant City Manager, City Clerk, Police Chief, Fire Chief, Finance Director, Economic Development Director, Human Resources Director, and Marketing and Communications Director. Community Services and Development Services report to the Assistant City Manager. The soon to be filled position of Chief Information Officer will also report to the City Manager's office. With hiring authority for all departments and department heads except the Council-appointed City Attorney and City Magistrate, the City Manager is the administrative head of City government operations and also plays a key role in intergovernmental relations and legislative monitoring.

ISSUES AND PRIORITIES

In preparation for the recruitment of a new City Manager, key City stakeholders including the Mayor and City Council, Department Directors and Mid-Managers, Employee Group representatives, and community leaders have identified the following issues and priorities that will need to be addressed by the successful candidate.

Growth/Development – Maricopa has experienced explosive growth over the last decade, with residential development expected to rise again as the housing market rebounds. As the City continues its growth, the new City Manager will be tasked with focusing on economic development to attract new businesses and jobs to the City as it transitions from a bedroom community to a place where citizens can truly live, work, play and learn. Additionally, developing positive working relationships with the development community is critical. As the City continues its growth, the City Manager must also be receptive to viewpoints from both the long-time residents, and the wave of new community members calling Maricopa home.

Manager-Council Relations – The new City Manager will be expected to quickly develop a strong relationship with the Mayor and City Council that is based on a partnership philosophy, mutual respect, trust, open communication and equal treatment to all members. The City Manager will be expected to be actively involved in the policy development process by bringing creative ideas to the Council and working collaboratively on a vision for the community as it matures and develops.

Capital Improvement Program – The City's CIP has very recently completed a number of major projects (City Hall, Police Administration, Fire Station), with several others underway (Regional Park, Multi-Generational and Aquatics Center, Public Works Yard) that will require the continuing oversight of Development Services and the City Manager. Additionally, current and future major transportation projects need attention and prioritizing to enhance the safety, mobility, and connectivity of the City's intra-city transportation system.

Employee Development – There has been significant turnover of staff in the City of Maricopa organization, including a number of current vacancies at the management level. The new City Manager will be tasked with making some critical hires who will

ideally provide strong and stable leadership for the organization. A focus on employee development, retention and succession planning will be a key priority.

Floodplain Management – Working in conjunction with various flood control management agencies to provide for the health and safety of Maricopa residents. This includes the ongoing updates of the floodplain maps in coordination with FEMA and the Pinal County Flood Control District.

Interagency Cooperation – Efforts continue to seek partnership opportunities with neighboring cities and other jurisdictions to address transportation and other regional issues to better serve the residents of the region. Establishing relationships with these regional partners, including members of the Native American communities, will require the attention of the new City Manager.

Fiscal Responsibility – Maricopa City government has a history of providing responsive services while operating according to sound fiscal principles. It is an ongoing challenge to continue the high quality services that provide for the health and safety of the community while facing ongoing challenging financial times. A focus on the long-term sustainability of the community and strategically addressing the budget challenges will be paramount for the new Manager.

THE IDEAL CANDIDATE

The ideal candidate is a strongly committed individual with a passion for public service who has a positive record of achievement and a history of developing constructive working relationships with both internal and external stakeholders. He or she will actively solicit good ideas from all levels of the organization and will have the ability to earn respect and to foster innovative solutions to City issues through sound administrative practices and strategic planning skills. Successful candidates will have a demonstrated track record of effective staff management, process improvement, community relations, and significant experience working with a council or board of directors. Candidates who have experience in comparable municipalities that have/are experiencing rapid growth will be favorably considered. To be a successful complement to the City's Management Team, highly qualified candidates will be outstanding leaders, effective delegators, superior problem solvers, notably innovative, as well as confident/clear communicators. Council seeks candidates who are interested in establishing a long-term commitment with the City.

Specific requirements are as follows:

Qualifications

Experience: At least six years of progressively responsible executive level experience in a public sector environment which includes substantial relevant experience in development services, building safety, public works, finance, budget, performance measurement, financial planning and forecasting, and capital improvement planning.





Education: A Master's degree in public or business administration or closely related field.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities may be substituted for evaluation at the discretion of the City.

Competencies and Personal Characteristics

In addition to the requirements stated above, the ideal candidate will possess the following additional characteristics, competencies and style:

- Experienced local government administrator with outstanding leadership skills who can motivate, empower, and mentor staff while holding them accountable.
- Willingness to develop a strong identification with the community, its citizenry, and its unique characteristics; sensitive to a diverse group of stakeholders; experience engaging the Native American community a plus.
- Will be totally committed to the job and the community; seeks to make a long-term impact on the future of Maricopa.
- Honest, straightforward, transparent; maintains open lines of communication and keeps Council informed (no surprises); will work with Council to establish appropriate parameters of responsibility between Council and staff.
- Community involved and engaged; an effective marketer, spokesperson and representative of the City organization.
- Open and approachable – encourages new ideas and input; excellent listening skills.
- Innovative and creative; willing to approach issues with an open mind to effect positive change in a “leading edge” way.
- Person of humility – is caring and compassionate.
- Effective multi-tasker; capable of dealing with multiple issues and successfully prioritizing.
- Proven negotiating skills; effectively persuasive.
- Possesses a healthy sense of humor; able to build morale and create a positive work environment.

COMPENSATION AND BENEFITS

The salary range for the City Manager is negotiable and will be based on the experience and qualifications of the successful candidate. The City also offers an attractive benefits package including the following elements:

Retirement Plan – Arizona State Retirement System (ASRS)

Health Plan – Medical, dental, and vision benefits

Insurance – Paid employee life insurance, AD&D, short and long-term disability benefits

Deferred Compensation Plan – 457 Plan

Holidays – 11 days per year

Vacation – negotiable

Sick Leave – Accrued at the rate of one day per month

Maricopa City Hall operates on a 4-10 schedule and is closed on Fridays.

Note: The City Manager must establish residence within the City of Maricopa within 12 months of appointment.

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit a cover letter, resume, six work-related references and indication of current salary by **Friday, November 22, 2013**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Forward your materials to Stuart Satow:



CPS HR Consulting
241 Lathrop Way
Sacramento, California 95815
Tel: 916 263-1401
Fax: 916 561-7205
E-mail: resumes@cpsshr.us
Website: www.cpsshr.us/search
City Website: www.maricopa-az.gov

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City of Maricopa. City officials will select a smaller group of finalists to participate in an assessment process to be coordinated with the City in January. Please contact Stuart Satow with questions: ssatow@cpsshr.us

The City of Maricopa is an Equal Opportunity Employer

